2018-2019 Elliott School Undergraduate Scholars
Program Guidelines

Program Synopsis

The Elliott School Undergraduate Scholars program is an independent research opportunity for outstanding Elliott School juniors and seniors. Research experience adds challenge and depth to undergraduate education and opens doors for students to share their findings through publication and conference participation and to conduct further research through grants, scholarships, and graduate study. This year-long program promotes these goals by offering students support and guidance as they conduct independent research on contemporary international affairs topics.

Highlights of the program include:

- **One-credit Pass/No Pass course in the fall** (Thursdays, 10:00 am – 12:00 pm) to learn about research methods, resources and opportunities, to share research updates with peers, and to begin writing a preliminary draft of the research paper.
- **Three-credit graded Writing in the Disciplines (WID) course in the spring** (Thursdays, 10:00 am – 12:00 pm), focusing on peer review of drafts of the research paper and completion of the final draft.
- Close work with a faculty advisor and the program director.
- **Research stipend of $100** to be used for research materials and expenses and to cover lunch with the faculty advisor; up to **$1500 in additional funding available**, subject to justification.
- **Peer support** throughout the research and writing process.
- Presentation of research at an on-campus academic conference at the end of the spring semester.
- Support in submitting research papers to peer reviewed academic journals.
- Support in applying for research grants and scholarships.
- Support in preparing for, or applying to graduate programs.

Students will apply to the Elliott School Undergraduate Scholars program during the Spring 2018 semester in order to participate in the program during both the Fall 2018 and Spring 2019 semesters. (Application information appears below.) A selection committee will choose approximately 15 applicants to be Elliott School Undergraduate Scholars. Upon being accepted and committing to the program, Scholars will be registered for the one-credit fall IAFF 3192 course (ESIA UG Scholars Workshop) by the Office of Academic Advising & Student Services. Students may not be enrolled in classes that conflict with this course’s meeting time (Thursdays, 10:00 am – 12:00 pm).

Eligibility

The 2018-2019 Elliott School Undergraduate Scholars program is open to Elliott School undergraduates with a cumulative grade point average of at least **3.0** who will graduate in the following terms: Spring 2019, Summer 2019, Fall 2019, or Spring 2020. **The program is a year-long commitment, and Scholars must participate and enroll in the classes in both the Fall 2018 and Spring 2019 semesters.** Participants will need to prioritize these courses when planning their schedules.
Program Requirements

- **Attend mandatory fall Thursday class sessions:** A syllabus will be distributed at the beginning of the semester. The program director/research instructor will lead discussions of readings on research methodology, presentations on research skills and ethics; academic writing and publication; future research resources and opportunities; applying for fellowships and grants; and how to leverage research when applying for jobs. Peer feedback and support will be incorporated throughout. The program director will determine a student's grade of Pass or No Pass for this course, in consultation with the faculty advisor, based on the student's participation in the class sessions and on the student's research progress. During the Fall 2018 semester, the Scholar will conduct much of the research and work on a preliminary draft of the research paper.

- **Attend mandatory spring Thursday class sessions:** A syllabus will be distributed at the beginning of the semester. The spring will focus on reviews of each student’s paper by the other Scholars, the faculty advisor, and the program director. Concurrent with these ongoing review sessions, students will continue to complete and revise their own papers by the end of the semester. (See “Research and write a final paper” below.)

- **Work with a Faculty Advisor:** **Faculty advisors should be full-time professors.** In rare cases, exceptions will be made and part-time professors may serve as faculty advisors (see Application FAQs.) Applicants must find their own faculty advisors and must have the professor sign all necessary paperwork by the time the application is submitted. The Scholar and faculty advisor will meet regularly throughout the year. The frequency of these meetings is to be determined by the Scholar and faculty advisor. One of these meetings is a lunch, paid for with the Scholar's stipend.

- **Develop and follow a reading list:** The Scholar and faculty advisor will decide what books and articles the student must read. Faculty advisors may assign readings or may approve appropriate readings suggested by the student. The program director/research instructor will assign additional readings on research methods.

- **Work with the Program Director:** Over the course of the academic year, the program director will lead students through the research process, lecturing on research methods and coordinating sessions with visiting speakers. The program instructor will work with each student and faculty advisor pair on the student's reading list, will offer guidance on research methods, and provide support for submitting applications for grants and scholarships, as well as guidance on submitting research papers for publication.

- **Research and write a final paper:** Scholars must conduct research, including primary research (see Application FAQs), and complete a research paper relevant to contemporary international affairs. The paper is to be developed over the course of the year in conjunction with the faculty advisor and the program director. The paper must be at least 30 pages (of text) and will receive a letter grade, which will be the Scholar’s spring course grade. The grade will be determined by the faculty advisor, in consultation with the program director.

- **Present at the final conference:** Scholars will present their research in panel format in April.

- **Track use of stipend:** Scholars will receive a stipend of $500 to be used to further their research and to cover lunch with the faculty advisor and coffee with the graduate student mentor. The remaining money should be used for research purposes, such as relevant books or journal subscriptions, printing and translation services, or for participation in an academic conference. Scholars will be required to keep track of their expenses on a budget worksheet.

**Notes:**

- The requirements noted above are mandatory. Final grades will be affected if these obligations are not met.

- Students who complete an Elliott School Undergraduate Scholars paper with a grade of A- or higher, earn a cumulative GPA of 3.7 upon graduation, and earn 60 credit hours in residence at GW will be awarded Special Honors. Special Honors is noted on a line of the final transcript that indicates graduation with Special Honors from the Elliott School.
2018-2019 Elliott School Undergraduate Scholars
Application Instructions

A complete application consists of the following materials, which must be submitted online to Annelle Sheline at asheline@gwu.edu by 6:00 pm on Friday, April 13, 2018.

All materials mentioned below are available on the Undergraduate Scholars page of the Elliott School website at http://elliott.gwu.edu/undergraduate-scholars.

1) **Application Cover Sheet**

2) **Student/Faculty Advisor Agreement**

3) **Research Proposal**
   Write a maximum of two pages double-spaced describing your proposed research and what you hope to accomplish through this program. For help with the proposal, attend the Research Proposal Workshop (see below) and see Research Proposal Tip Sheet, Sample Proposals, and The Globe, (Fall 2016, Vol. 8, No. 1).

4) **Current Résumé**
   The GW Center for Career Services offers help with résumés.

5) **Unofficial Transcript**
   Available from the Office of the Registrar. Students should not turn in an unofficial transcript printed from GWeb.

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**Application Process Timeline**

**Tuesday, November 29, 5 to 6pm** - Information Session* (1957 E Street, Room 505)
This session will be an overview of the various undergraduate research options at the Elliott School, including the Elliott School Undergraduate Scholars. We will also cover some research proposal tips and advice.

**Tuesday, February 6, 6 to 7pm** - Information Session (1957 E Street, Room 505)
This session will focus on preparing a strong application for the Undergraduate Scholars Program.

**Friday, March 2** - Applications due by 6pm for the 2018-2019 Undergraduate Scholars program. Applications should be submitted electronically to asheline@gwu.edu.

**Friday, March 23** - Applicants will be notified by 5:00 pm on this date as to whether they have been selected.

Selected applicants who confirm their intention to participate will be registered for Fall 2018 course (IAFF 3192) by the Office of Academic Advising & Student Services. Applicants should plan their schedules accordingly.

* Info sessions and the Research Proposal Workshop are not mandatory, but try to attend one info session and the workshop, if possible. Students who cannot attend, including those studying abroad, will not be penalized. No new materials will be distributed at these sessions; everything that will be handed out at these sessions is available on the Undergraduate Scholars website.

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Questions? Please refer to Application FAQs or contact the Program Director, Annelle Sheline, at asheline@gwu.edu.